



**SAFETY NOTICE TO ALL CONFERENCE AND BANQUETING  
ORGANISERS, PRODUCTION CREW & CONTRACTORS**

In the interests of safety and to ensure that all delegates are aware of the hotel fire procedures, the hotel recommends that you communicate the following information prior to the commencement of the conference day.

**FIRE ALARM PROCEDURE**

If you discover a fire please break a break-glass point or call our emergency number 555 from any internal telephone and ask them to raise the alarm.

**FIRE DRILL**

Any scheduled fire drills will be communicated to the event organiser prior to the conference begin. If the alarm sounds please treat this as a fire situation and evacuate the building.

**EVACUATION ALARM**

The evacuation alarm in the West Wing is the continuous sounding of a SIREN and a taped VOICE message instructing everyone to leave the building.

You must exit from the hotel using the nearest fire exit and assemble in HARBET ROAD, which is situated outside the Loading Bay (West Wing) of the hotel.

Please send any guests or visitors to PADDINGTON BASIN near the Main Entrance of the hotel.

**DO NOT USE THE LIFTS**

**DO NOT GO BACK TO COLLECT BELONGINGS**